BUTLER COUNTY SCHOOLS

GEAR UP SITE FACILITATOR

JOB DESCRIPTION

QUALIFICATIONS:

- Bachelors in a related field.
- Five (5) years k-12 teaching experience or trainer position in a related field, preferable in both rural and urban settings.

DUTIES:

- Directs the administrative and fiscal affairs of a large complex department/division or multiple departments.
- Represents and speaks on the behalf of GUA on the local, school level.
- Responsible for making sure all GEAR UP required activities take place in assigned school(s).
- Responsible for planning and implementing student, teacher, and parent development workshops. Coaches and develops faculty at assigned school(s) (e.g., lead teacher, teachers, counselors).
- Establish collaborations with community-based organizations and assigned school(s).
- Responsible for helping to collect school and or district data needed to complete GUA reports.
- Responsible for creating and submitting scheduled reports (e.g., student, teacher, and community activities).
- Responsible for working with designated team leaders to facilitate GUA school team meetings, professional learning communities, and other necessary planning meetings.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Part-time, at least 20 hours per week
Annual Salary: $21,000.00

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.